

ACCOUNTANT
109

DEPARTMENT: Library

NATURE OF WORK:

Under the supervision of the Library Director, the Accountant is responsible for overseeing and administering all financial procedures for the Williamsburg Library System. Includes supervising, collecting and depositing funds; approving and verifying purchase orders and invoices; preparing and maintaining financial reports and records; providing assistance to department heads, staff, members of the library Foundation, Board of Trustees, and Friends; preparing for and coordinating the annual audit; and reconciling bank statements. Participates in the planning and evaluation of programs, services, and goals for the entire library through the management ensemble team and other committees.

ESSENTIAL FUNCTIONS OF THE JOB:

Prepares, files, and distributes various financial forms for auditors and local, state and federal government funding agencies; accounts for the monies received from all funding agencies, accounts receivable, in-house cash registers and copiers; prepares supporting documentation for deposit.

Verifies invoices, authorizing purchase order payments to vendors; prepares and reconciles monthly balance sheets, subsidiary reports and bank statements; coordinates and procures annual audit.

Prepares information for the annual operating budget and requests for capital improvements; monitors budget expenditures and revenues throughout the year.

Reviews daily deposits, supporting documents and computer records.

Receives, verifies and files all accounts payable from vendors, purchase orders, and in-house requests for expenditures; inputs vendor and accounts payable information into the city computer to generate checks.

Prepares monthly financial reports and journal entries.

Prepares monthly request for reimbursement of Foundation grants and expenses.

Acts as fiscal agent for Friends; pays invoices, prepares monthly reports, handles all banking transactions; records and maintains daily contributions from the Friends book sales.

Performs other duties as required.

Participates in library-wide planning and decision making as member of the library management team and various committees to improve the quality of library services.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is located in the library. Administers work typically sitting in an office, with occasional walking, light lifting and other limited physical activities, frequent sustained operation of computer and other office equipment is required. Regular contact is made with employees, government officials and personnel, vendors, and the general public. Computer, calculator, coin sorter and other office equipment as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles, practices and techniques of accounting, budget and finance.

Knowledge of cash handling and control procedures.

Knowledge of, and ability to use computers to maintain financial records and generation of reports.

Ability to communicate and teach proper cash procedures to people unaccustomed with such work.

Ability to speak and write effectively.

Ability to analyze, evaluate and project financial reports.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in business management, accounting, or finance, or equivalent

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.